



**New Jersey Department of Environmental Protection**  
**NOTICE OF VACANCY**  
**(Filling of this position is contingent upon further approval process)**  
**Posting Number: CFR21-09**

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( ) DIVISION/PROGRAM      ( ) DEPARTMENT      ( ) NJ STATE EMPLOYEES      ( X ) GENERAL PUBLIC

**TITLE:** Planner Trainee **SALARY:** (P95) \$45,731.91 (non-negotiable)

**OPENING DATE:** April 22, 2021 **CLOSING DATE:** May 14, 2021

**EXISTING VACANCIES:** One (1) **WORKWEEK:** NE (35-Hour) Workweek

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Climate and Flood Resilience Program  
Bureau of Climate Resilience Planning  
401 East State Street, 7<sup>th</sup> floor  
Trenton, NJ 08625

**SCOPE OF ELIGIBILITY:** Open to candidates who meet the requirements below.

**DESCRIPTION:** Under close supervision, in a state or local government agency, learns to perform the routine field and office work involved in planning activities and programs; does other related duties.

**SPECIFIC TO THE POSITION:** The selected candidate will be responsible for supporting the various ongoing and future activities of the Bureau. Potential tasks may include reviewing local planning documents for consistency with climate resilience and environmental planning principles and policies, reviewing regional resilience plans and actions, researching existing practices in climate resilience, developing guidance documents, creating or analyzing GIS data or mapping, writing grant proposals, and other activities to support ongoing climate resilience and environmental planning activities. May work directly with municipalities to advise on specific local planning options to respond to climate change. This position may involve managing grants or contracts to support any of these efforts. May entail working and engaging directly with communities and local governments, other agencies, external partners and other stakeholders, as well as the general public.

**PREFERRED SKILL SET:** Excellent organizational, research, time management, and analytical skills. Excellent communication skills for preparing and presenting planning research, reports, and projects and have a familiarity with planning issues, authorities, and concepts relevant to resilience and/or climate change. Additionally, candidates with an understanding of the authorities and responsibilities of government planning agencies within New Jersey are preferred. Proficient in Microsoft Office, with experience in Adobe Creative Suite or similar software and a working knowledge of GIS.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design and planning law and administration. **NOTE:** A valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners may be substituted for the education requirement. Possession of a current and valid credential as a Certified Planner issued by the American Institute of Certified Planners (AICP) may be substituted for the educational requirement.

**NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**NOTE:** Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

To qualify for New Jersey Veterans Preference/status, you must establish Veterans Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veterans Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Abbie Tang-Smith  
Climate and Flood Resilience  
E-mail Address: CFR.Resumes@dep.nj.gov

**POSTING AUTHORIZED BY:**

Phiroza Stoneback, Manager  
Division of Human Resources

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**Accommodations will be made for qualified applicants or employees with disabilities  
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**